



U.S. Embassy
and Consulates
in Brazil

U.S. DEPARTMENT OF STATE
Ambassadors Funds for Cultural Preservation
Call for Proposals

Funding Opportunity Title: *Ambassadors Fund for Cultural Preservation*
Funding Opportunity Number: *BR-FY22-NOFO 001*
Deadline for Applications: *10/29/2021 – 11/30/2021*
Total Amount Available: *\$10,000 - \$500,000*
Assistance Listing Number: *19.025*

THIS NOTICE IS SUBJECT TO AVAILABILITY OF FUNDING.

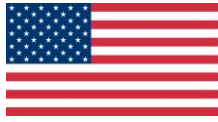
A. PROGRAM DESCRIPTION

The U.S. Embassy and Consulates in Brazil announces an open competition for organizations to submit PHASE 1 project proposal for funding through the U.S. Ambassadors Fund for Cultural Preservation (AFCP) to carry out an individual project to preserve cultural heritage in Brazil. The deadline for submitting PHASE 1 proposals to the U.S. Embassy and Consulates in Brazil is **Tuesday, November 30, 2021, 23:59 (GMT-3)**. Submissions should be made to the U.S. Embassy in Brazil, Public Affairs Section (brazilgrants@state.gov). Submissions received after this date and time will NOT be considered.

Full implementation of the program is pending the availability of FY 2022 funds. Interested institutions are urged to consult with the Public Affairs Section of the U.S. Embassy or Consulates as soon as possible for details and guidance on the AFCP 2022 competition.

Through the AFCP Program, the Department of State supports projects to preserve cultural heritage in the following three areas:

- **CULTURAL SITES:** This might include (but is not limited to) historical buildings and sites, sacred places, monuments, and archaeological sites. Proposals in this category may involve, for example, restoration of an historic building, an archaeological survey as a component of a preservation plan, preservation management planning for a site, or documentation of sites in a region for preservation purposes.
- **CULTURAL OBJECTS AND COLLECTIONS:** from a museum, cultural site, or similar institution. This includes archaeological and ethnographic objects, paintings, sculpture, manuscripts, photographic and film collections, and general museum conservation activities. Proposals in this category may involve, for example, conservation treatment for an object or collection of objects; needs assessment of a collection with respect to its condition and strategies for improving its state of conservation; inventory of a collection for conservation purposes; the creation of safe environments for storage or display of collections; or specialized training in the care and preservation of collections.



- **FORMS OF TRADITIONAL**

CULTURAL EXPRESSION: This includes traditional music, rituals, knowledge, languages, dance, drama, and crafts. Proposal in this category may involve documenting and audiovisual recording of traditional music and dance

forms as part of a tradition expression and making the information and recordings available, or support for training in preservation or traditional arts or crafts that are threatened by extinction.

AFCP Program Objectives:

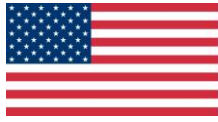
AFCP was established to help countries preserve cultural heritage and to demonstrate U.S. respect for other cultures. The aim is to preserve cultural sites or objects that have an historical or cultural significance to the cultural heritage of Brazil.

AFCP gives top priority to project activities in keeping with international standards for the preservation of cultural heritage. An appropriate preservation activity is one that protects the values of the site, object or collection, or form of traditional cultural expression, as they are understood by stakeholders. Stakeholders may include national, regional, or local cultural authorities, the local community, and others with vested interests in the site and the outcome of a project.

Ineligible Activities and Unallowable Costs:

AFCP does not support the following activities or costs, and the Center will deem applications requesting AFCP support for any of these activities or costs ineligible:

- a) Preservation or purchase of privately or commercially owned cultural objects, collections, or real property, including those whose transfer from private or commercial to public ownership is envisioned, planned, or in process but not complete at the time of application.
- b) Preservation of natural heritage (physical, biological, and geological formations, paleontological collections, habitats of threatened species of animals and plants, fossils, etc.) unless the natural heritage has a cultural heritage connection or dimension.
- c) Preservation of hominid or human remains.
- d) Preservation of news media (newspapers, newsreels, radio and TV programs, etc.).
- e) Preservation of published materials available elsewhere (books, periodicals, etc.).
- f) Development of curricula or educational materials for classroom use.
- g) Archaeological excavations or exploratory surveys for research purposes.
- h) Historical research, except in cases where the research is justifiable and integral to the success of the proposed project.
- i) Acquisition or creation of new exhibits, objects, or collections for new or existing museums.
- j) Construction of new buildings, building additions, or permanent coverings (over archaeological sites, for example).



- k) Commissions of new works of art or architecture for commemorative or economic development purposes.
- l) Creation of new or the modern adaptation of existing traditional dances, songs, chants, musical compositions, plays, or other performances.
- m) Creation of replicas or conjectural reconstructions of cultural objects or sites that no longer exist.
- n) Relocation of cultural sites from one physical location to another.
- o) Removal of cultural objects or elements of cultural sites from the country for any reason.
- p) Digitization of cultural objects or collections, unless part of a larger, clearly defined conservation, documentation, or public diplomacy effort.
- q) Conservation plans or other studies, unless they are one component of a larger project to implement the results of those studies.
- r) Cash reserves, endowments, or revolving funds (funds must be expended within the award period [up to five years] and may not be used to create an endowment or revolving fund).
- s) Costs of fund-raising campaigns.
- t) Contingency, unforeseen, or miscellaneous costs or fees.
- u) Costs of work performed prior to announcement of the award unless allowable per 2 CFR 200.458 and approved by the Grants Officer.
- v) international travel, except in cases where travel is justifiable and integral to the success of the proposed project or to provide project leaders with learning and exchange opportunities with cultural heritage experts.
- w) Individual projects costing less than US \$10,000 or more than \$500,000.
- x) Independent U.S. projects overseas.

Competition Format:

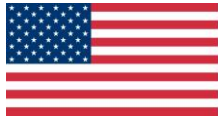
The U.S. Embassy and Consulates in Brazil will select proposals through a two-part process. Applicants must first submit a concept note, which is a concise, 3-page document designed to clearly communicate a program idea and its objectives before the development of a full proposal application. The purpose of the concept note process is to allow applicants the opportunity to submit program ideas for the U.S. Embassy and consulates to evaluate prior to requiring the development of full proposal applications. Upon review of eligible concept notes the U.S. Embassy and consulates may invite selected applicants to expand their ideas into full proposal applications.

B. FEDERAL AWARD INFORMATION

Length of Performance Period: 12 to 60 months

Number of Awards Anticipated: 1-3 awards

Award Amounts: Awards may range from a minimum of \$10,000 to a maximum of \$500,000



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Type of Funding: Diplomatic: Mutual

Educational and Cultural Exchange Act of 1961, as amended, Pub. L. No. 87-256, § 102(b)(5)

Anticipated Project Start Date: Varies by project

Funding Instrument Types: Grant, Cooperative Agreement (as appropriate and determined by the U.S. Embassy and consulates)

Project Performance Period: Proposed projects should be completed in 60 months or less.

The U.S. Embassy and consulates and the Department of State will entertain applications for continuation grants funded under these awards beyond the initial budget period on a non-competitive basis subject to availability of funds, satisfactory progress of the project, and a determination that continued funding would be in the best interest of the U.S. Department of State.

C. ELIGIBILITY INFORMATION

Eligible Applicants:

The following entities are eligible to apply:

- Foreign Institution of Higher Education
- Foreign Organization
- Foreign Public Entity
- U.S. Non-Profit Organization (501(c)(3))
- U.S. Institution of Higher Education

Cost Sharing or Matching:

There is no minimum or maximum percentage of cost participation required for this competition. When an applicant offers cost sharing, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its application and later included in an approved agreement. The applicant will be responsible for tracking and reporting on any cost share or outside funding, which is subject to audit per 2 CFR 200. Cost sharing may be in the form of allowable direct or indirect costs.

Other Eligibility Requirements:

The AFCP further defines eligible applicants as reputable and accountable entities that are able to demonstrate that they have the requisite capacity and permission to manage projects to preserve cultural heritage in Brazil. Eligible implementers may include non-governmental organizations, museums, educational institutions, ministries of culture, or similar institutions and organizations, including U.S.-based educational institutions and organizations subject to Section 501(c)(3) of the tax code. The AFCP will not award grants to individuals, commercial entities, or



past award recipients that have not fulfilled the objectives or reporting requirements of previous awards.

Potential implementers must be registered and active in the U.S. government's System for Award Management (SAM) to receive U.S. federal assistance. If a project idea is advanced to Round 2 and the anticipated implementer is not registered in SAM, implementer should initiate the registration process immediately so that it is in place in the event the project is ultimately selected for an award.

Project Design Assistance:

During the month of November 2021, the Department of State Bureau of Educational and Cultural Affairs' Cultural Heritage Center is offering project design webinars in English to applicants on the topics of heritage and climate change (November 9, 9:00 a.m. EST), engaging communities through heritage (November 16, 9:00 a.m. EST), and heritage and sustainable development (November 19, 9:00 a.m. EST). Recordings of these webinars and their resource materials will be available in late November on the U.S. Embassy and Consulates in Brazil website. Additional details are at Appendix I below.

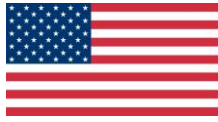
The Cultural Heritage Center has also prepared project design tips, a glossary of terms, and other materials for self-guided learning and identifying best practices when undertaking certain kinds of projects such as the conservation of objects and interpretation at small rural museums. These materials will be available on the U.S. Embassy and Consulates in Brazil website.

D. APPLICATION AND SUBMISSION INFORMATION

The deadline for submitting PHASE 1 concept note to the U.S. Embassy and Consulates in Brazil is **Tuesday, November 30, 2021, 23:59 (GMT-3)**.

Submissions should be made to the U.S. Embassy in Brazil, Public Affairs Section (brazilgrants@state.gov). Submissions received after this date and time will NOT be considered.

1. Address to Request Application Package: Application forms required below are available at <https://www.grants.gov/web/grants/forms/sf-424-family.html>.
2. Content and Form of Application Submission: Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.



Content of Application:

Applicants must ensure:

- The application clearly addresses the goals and objectives of this funding opportunity
- All documents are in English, and
- All budgets are in U.S. dollars

Phase I Concept Note - Open for all interested candidates.

Complete SOI submissions **must** include the following a Concept Note (not to exceed three [3] pages in Microsoft Word) that includes:

A. Project Basics:

1. Project title.
2. Project length (in months- Not to exceed 60 months):
3. Location site.
4. If part of an inscribed World Heritage Site, the name of the World Heritage Site:
5. Project cost estimate in U.S. Dollars:

B. Project Applicant Information:

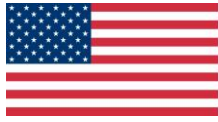
1. Organization name:
2. Organization type (see Appendix):
3. Name, title, and contact info of project coordinator:

C. Project Purpose that briefly explains the project objectives and desired results:

D. Proposed Activities that explain all activities in a logical order:

E. Desired results that explain how the activities will contribute towards achieving desired results:

F. Statement of Importance highlighting the historic, architectural, artistic, or cultural (non-religious) values of the cultural site, object, collection, or form of traditional expression.



- G. **Statement of Urgency** indicating the severity of the situation and explaining why the project must take place now.
- H. **Statement of Sustainability** outlining the steps or measures that will be taken to maintain the site, object, or collection in good condition after the AFCP-supported project is complete; or, in the case of forms of traditional cultural expression, to preserve and disseminate the documentation, knowledge, or skills either resulting or gained from the project.
- I. **Attachments and other supporting documents**, such as:
1. **REQUIRED:** Minimum of five (5) high quality digital images (JPEGs) or audiovisual files that convey the nature and condition of the site, object, or form of expression and, in the case of a site or object, show the urgency or need for the proposed project (collapsing wall, water damage, worn fabric, broken handle, etc.)

For all Concept Note documents please ensure:

- 1) All pages are numbered.
- 2) All documents are formatted to 8 ½ x 11 paper: and,
- 3) All documents are single-spaced, 12-point Times New Roman font, with 1-inch margins. Captions and footnotes may be 10-point Times New Roman font. Font sizes in charts and tables can be reformatted to fit within one page width.

Phase II Full Application Requirements - Open only to selected candidates. The U.S. Embassy and Consulates in Brazil will contact candidates eligible to submit a full proposal.

A. Project dates (maximum of 60 months [five years]).

B. Statement of importance highlighting the historical, architectural, artistic, or cultural (non-religious) values of the cultural heritage.

C. Revised/detailed scope of work with (1) clear preservation goals and activities for achieving those goals, and (2) the host country or community's intended broader goals and activities for achieving those goals (Note: When describing and ordering the activities for (1) and (2) above, highlight any major milestones and target dates for achieving them. Each set of activities should clearly lead to their corresponding goals with no gaps. The overall presentation should make a compelling case that the implementer has a clear and comprehensive sense of how to achieve the preservation and other goals).

D. Proof of official permission to undertake the project from the office, agency, or organization that either owns or is otherwise responsible for the preservation and protection of the site or collection.



E. Implementer's public awareness plan describing how the applicant intends to highlight and amplify AFCP-supported activities through print, electronic, social media, and other means.

F. Maintenance plan outlining the steps or measures that will be taken to maintain the site, object, or collection in good condition after the AFCP-supported project is complete; or, in the case of forms of traditional cultural expression, to preserve and disseminate the documentation, knowledge, or skills gained from the project.

G. Résumés or CVs of the proposed project director and key project participants.

H. Detailed project budget, demarcated in one-year budget periods (2022, 2023, 2024, etc.), that lists all costs in separate categories (Personnel, Fringe Benefits, Travel [including Per Diem], Equipment, Supplies, Contractual, Other Direct Costs, Indirect Costs); indicates funds from other sources; and gives a justification for any anticipated international travel costs; Budget template will be made available to selected candidates.

I. Budget narrative explaining how the costs were estimated (quantity x unit cost, annual salary x percentage of time spent on project, etc.) and any large budget line items.

J. Application for Federal Assistance (SF-424), including Budget Information for Non-Construction Programs (SF-424A), Assurances for Non-Construction Programs (SF-424B), and, if applicable, Disclosure of Lobbying Activities (SF-LLL).

K. Relevant supporting documentation, such as historic structure reports, restoration plans and studies, conservation needs assessments and recommendations, architectural and engineering records, etc., compiled in preparation for the proposed project.

L. As requested by the Center or as appropriate, additional **high quality digital images** (JPEGs) or audiovisual files that convey the nature and condition of the heritage and show the urgency or need for the proposed project (collapsing walls, extensive water damage, etc.).

E. APPLICATION REVIEW INFORMATION

Criteria: The U.S. Embassy, Public Affairs Office, will review and evaluates concept notes and select which projects will be submitted to the Cultural Heritage Center for funding consideration. Project proposals in Phase I are evaluated based on the theme of the project, the formulation of clear goals and target groups, project sustainability, and the ability of the applying organization to carry out the project aims.

Projects selected for Phase II will be rated with the following point-based systems:

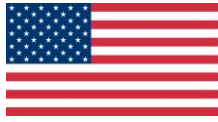


- Purpose, Importance (10 points max)
- Clarity and completeness of activity description for preservation work (15 points)
- Clarity and completeness of activity description for work to achieve broader goals (10 points)
- Clarity and completeness of applicant public awareness plans (5 points)
- Budget and Budget Narrative (15 points max)
- Supporting Materials (resumes, images, etc.; 10 points max)
- Innovative integration, collaboration, or coordination with other ECA and public diplomacy programs (10 points max)

Federal Awardee Performance & Integrity Information System (FAPIS)

For any Federal award under a notice of funding opportunity if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

1. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIS) (see 41 U.S.C. 2313).
2. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;
3. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.205 Federal awarding agency review of risk posed by applicants.



F. FEDERAL AWARD ADMINISTRATION INFORMATION

Federal Award Notices

The grant award will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document, and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

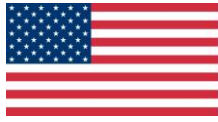
If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

Payment Method:

Unless indicated otherwise in the Notice of Award, recipients shall request payment by completing form SF-270—Request for Advance or Reimbursement and submitting the form to the Grants Officer. Unless otherwise stipulated, recipients may request payments on a reimbursement or advance basis. Payments shall be made in a minimum of three (3) separate installments following approval by the Grants Officer, who may negotiate the exact number, amounts, and scheduling of the installments with the award recipient or set the number and amounts at his or her discretion.

Terms and Conditions: Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply. These include: 2 CFR 200, 2 CFR 600, Certifications and Assurances, and the Department of State Standard Terms and Conditions, all of which are available at: <https://www.state.gov/about-us-office-of-the-procurement-executive/> Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.



Reporting Requirements:

Recipients will be required to submit financial reports and progress reports. The award document will specify how often these reports must be submitted.

G. FEDERAL AWARDING

AGENCY CONTACTS

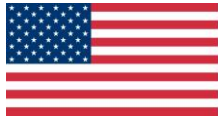
If you have any questions about the grant application process, please contact: brazilgrants@state.gov

H. OTHER INFORMATION

- Read once again the guidelines that describe the AFCP Program. Make sure you understand those guidelines and that your proposal fits the purposes it discusses.
- Carefully review the application to make sure it is complete and free of errors.
- Ask someone who does not know anything about your project to read your proposal to determine if it is understandable. Remember that the U.S. Embassy will not know anything about your proposal until they read it. If they cannot understand it simply by reading what you have written, it will not be approved.
- Ask someone with experience applying for grants to look at the application and provide advice on improving it.
- Make sure the application is neatly typed and easy to read **in English**. Perfect English is not required but the proposal must be understandable to an English speaker.
- Applications which do not include the required information or do not comply with the requirements of the Program guidelines will not be reviewed.

I. DISCLAIMER

Issuance of this funding opportunity does not constitute an award commitment on the part of U.S. Embassy and Consulates in Brazil, the AFCP program or the U.S. government. The Bureau of Educational and Cultural Affairs reserves the right to waive program formalities and to reduce,



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revise, or increase application budgets and
award amounts in accordance with the needs of the AFCP program and the availability of funds.



Appendix I Key Dates

October 29, 2021, Publishing of the Notice of Funding Opportunity in grants.gov

November 09, 2021, AFCP 2022 Heritage and Climate Change Webinar at 09:00 a.m. (Washington, D.C Time)

Link: https://statedept.zoomgov.com/webinar/register/WN_mIukT6K2QjaI9WcNlwyBHw

This webinar will consider emerging lessons and best practices in cultural heritage preservation as they relate to climate change and its impacts. Using sample projects, we will offer tips on how to design preservation projects that support climate action, such as the preventive conservation and adaptation of historic buildings and the application of cultural landscape preservation principles to protect bio-cultural and intangible heritage.

November 16, 2021, AFCP 2022 Engaging Communities Through Heritage Webinar at 09:00 a.m. (Washington, D, C Time)

Link: https://statedept.zoomgov.com/webinar/register/WN_Ci-8hUwmSgimooXIT5ZY6A

This webinar considers how to strengthen community engagement in cultural heritage preservation at the project design phase. Using sample projects, we will show how community centered, participatory approaches can improve your chances of achieving both your conservation and broader goals, such as empowering women textile workers and improving their livelihoods through the preservation of traditional handicrafts.

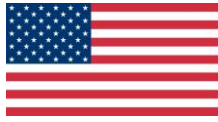
November 19, 2021 AFCP 2022 Heritage and Sustainable Development 9:00 a.m. EST (D.C Time)

Link: https://statedept.zoomgov.com/webinar/register/WN_R80A6IN4To-byXCdIyEzDw

This webinar focuses on cultural heritage preservation-based strategies for supporting sustainable development. Using sample projects, we will show how to integrate cultural heritage preservation with sustainable development goals, as well as introduce some novel approaches for leveraging heritage in support of poverty alleviation and biodiversity Conservation.

November 30, 2021, 23:59 (GMT-3) Phase I concept note deadline submission

March 2022, Announcement of pre-selected concept notes



April 08, 2022 Phase II Submission full proposal submission required to selected candidates.

Appendix II - Required Registrations:

Any applicant listed on the Excluded Parties List System (EPLS) in the [System for Award Management \(SAM\)](#) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), “Debarment and Suspension.” Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

- NCAGE/CAGE code
- Unique entity identifier from Dun & Bradstreet (DUNS number)
- <https://www.SAM.gov> registration

Step 1: Apply for a NCAGE number and a DUNS number (these can be completed simultaneously and all the information must be identical)

NCAGE application: Application page here:
<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

Instructions for the NCAGE application process:

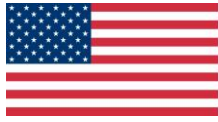
<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCA%20GE.pdf>

For NCAGE help from within the U.S., call 1-888-227-2423

For NCAGE help from outside the U.S., call 1-269-961-7766

E-mail NCAGE@dlis.dla.mil for any problems in getting an NCAGE code.

DUNS application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet. If your organization does not have one already, you may obtain one by calling 1-866-705-5711 visiting <http://fedgov.dnb.com/webform>



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Step 2: After receiving the DUNS and the NCAGE Code, make sure they are identical and proceed to register in SAM.gov by logging onto: <https://www.sam.gov>. **SAM registration must be renewed annually.**